

06-13 Loi sur l'accès à l'information

ATIP REQUEST			
Investigators	Training	Education	Years of Service
Senior Investigator 1	RCMP Investigation Course 1991 -RCMP – 3 week Consultant's Course 1995 -American Society of Industrial Security – 1 week Course on conducting investigations 1998 -Security Screening: Entry Level (A310) - Security Screening: Advanced Level (A311) - Tactical Interviewing Guidance & Suggestions (TIGS) course given by CBSA in October, 2016 - The Workplace Institute: Investigations Training		30
Senior Investigator 2	Security Screening: Entry Level (A310) - Security Screening: Advanced Level (A311) - Tactical Interviewing Guidance & Suggestions - Treasury Board Secretariat: Security Administrative Investigations - One-Day Professional Development Session, December 2018 - Emond Harnden (Labour & Employment Law): Workplace Investigations Seminar, December 2018		10
Manager, Safe and Security, Senior Investigator	No Longer with the Department		

GC (Government of Canada) Jobs

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Security Investigator

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Reference number: DFO17J-010397-000087

Selection process number: 17-DFO-NCR-IA-HRCS-216686

Fisheries and Oceans Canada - Real Property, Safety and Security
Ottawa (Ontario)
AS-06

Acting, Assignment, Deployment, Indeterminate, Secondment, Specified period
\$89,415 to \$96,461

Closing date: 24 January 2018 - 23:59, Pacific Time

Who can apply: Persons employed in the Public Service in the National Capital
Region.

Eligible veterans and CAF (Canadian Armed Forces) members may apply.

(Information on mobility for veterans and CAF (Canadian Armed Forces) members)

Update: Please note that all federal organizations listed in Schedules I, IV and V of the Financial Administration Act may use this staffing process to appoint a candidate to its organization in a similar position if a pool is created.

The closing date has been amended to January 24, 2018.

Work environment

If you are a leader, a motivator and a strategic thinker who wants to work for one of Canada's Top Youth Employers, consider joining the DFO team! In January 2017, the Department received special recognition as one of Canada's Top Employers for Young People.

Do you thrive on change and exciting new projects? Do you like working in a fast-paced environment with frequent pressures to respond to multiple demands on short notice? If that is who you are, then DFO/CCG is the place for you!

We also support balancing your work and private life by offering the benefits of flexible work arrangements.

The position requires the ability to travel (a few days a month; as needed). As DFO/CCG has personnel stationed Coast to Coast to Coast, this position offers the opportunity to visit the country in a way that is unique to the Department.

Intent of the process

DFO is currently looking to staff one position immediately and anticipate one more position to be filled by this process in the near future. A pool of qualified candidates may be established and may be used to staff similar positions with various tenures, language requirements and security requirements. All federal organizations listed in Schedules I, IV and V of the Financial Administration Act may use this staffing process to appoint a candidate to its organization in a similar position if a pool is created.

Positions to be filled: 1

Information you must provide

Your résumé.

A covering letter in 3,000 words (maximum)

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

- A secondary school diploma or employer-approved alternatives (see Note 1).

1. The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

Degree equivalency.

Experience in the role of lead investigator for security or administrative investigations on a range of security issues.
Experience providing recommendations to Senior Management* on a range of security issues.
Experience in conducting subject interviews on security or labour relations issues.
Experience in planning and conducting security investigations.
Experience in conducting resolution of doubt interviews.
Experience writing investigation reports for security or labour relations incidents.
Experience implementing recommendations linked to security investigations.

* Senior Management is defined as Director General-level and above.

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)

College degree related to the position.

A degree from a recognized post-secondary institution in a field related to this position (i.e: Criminology, Law, Psychology or Political Science).

Degree equivalency.

**Significant experience in the role of lead investigator for security or administrative investigations on a range of security issues.

**Significant experience providing recommendations to *Senior Management on a range of security issues.

Experience in conducting Labour Relations Investigations.

Experience in conducting Values and Ethics investigations.

Experience in investigating Security Incidents.

**Significant experience in conducting resolution of doubt interviews.

* Senior Management is defined as Director General-level and above.

** Significant experience is defined as the experience generally obtained over a two (2) year period within the last five (5) years.

The following will be applied / assessed at a later date (essential for the job)

Bilingual - Imperative (BBB/BBB)

Information on language requirements

Knowledge of the Government of Canada's Security Policies and Standards.

Ability to organize work in situations of conflicting priorities and tight timelines.

Ability to analyze information and provide recommendations to *Senior Management.

Ability to communicate effectively in writing.

Ability to communicate effectively orally.

* Senior Management is defined as Director General-level and above.

Effective interpersonal skills.

Initiative.

Judgement.

Tact and Discretion.

Leadership.

The following may be applied / assessed at a later date (may be needed for the job)

Occasional overtime on short notice.

Occasional travel.

Conditions of employment

Secret security clearance

Other information

When answering the screening questions, remember that the assessment board cannot make assumptions about your experience. It is insufficient to say that you have the required qualifications or to list your current or past duties. Rather, using this tool, candidates must demonstrate how they meet the education and experience criteria listed in the job opportunity advertisement by providing clear and concrete examples.

Clear and concrete examples are defined as illustrations in which you fully explain the actions, considerations and steps you completed in order to gain the experience you are describing. This detailed contextual information will be used by the board members reviewing your submission to assess whether you have sufficient experience in a relevant field to complete the tasks which will be assigned to you should you be considered for this position. This is similar to what would be expected of you when asked to provide a concrete example of a particular situation in the context of an

interview. Such examples usually require a minimum of ½ page to describe and a maximum of 2 pages. In order to facilitate this process, you may wish to start your submissions with a sentence similar to: "A clear and concrete example of a situation where I did X is a situation which occurred on Y date and my role in this activity was to...".

Resumes will be used as a secondary source of information and strictly to validate the concrete examples you will have described in this tool.

Also, when reading the experience criteria for staffing processes, please pay close attention to action words contained within and ensure the examples you chose to include speak to all of them. Similar attention should be given to punctuation and connector words such as "commas", "and" and "or" as these have a different function when used to describe an experience criteria. As such, action words or activities separated with a "," and connected with an "and" must all be demonstrated with concrete examples as in this case, they are all deemed essential by the hiring manager. Conversely, when action words or activities are separated with a "," and connected with an "or", candidates may provide concrete examples for only one of the activities listed in the criterion as in this case, the hiring manager is looking for someone who has experience in at least one of the activities but not necessarily all of them.

For example, when responding to a criterion which reads: "Experience reading, writing and publishing instructions for a competitive process." you must provide concrete examples of situations where you read instructions, concrete examples of situations where you wrote instructions as well as concrete examples of situations where you published instructions for a competitive process. These may be part of the same example however, you must ensure to provide sufficient details to cover the three actions as they are all critical.

On the other hand, when responding to an experience criterion which reads: "Experience reading, writing or publishing instructions for a competitive process" you must provide concrete examples for a minimum of one situation where you either read, wrote or published instructions for a competitive process as experience in a minimum of one activity is critical. This being said, when this structure is used, you may also provide concrete examples for all action words or activities as this approach will provide board members with additional information to assess the breadth of your experience.

Finally, if the examples you provide speak of experience that was acquired in a team setting, please be specific as to your exact role within this team as it is your experience the board will be looking to assess and not that of your team.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all those who apply.

Contact information

**Sean Cooper - Senior Investigations
and Safety Manager**

Sean.Cooper@dfo-mpo.gc.ca

**Tanya Berthelot, Human Resources
Advisor**

Tanya.Berthelot@dfo-mpo.gc.ca

Date modified:

2018-12-13



WORK DESCRIPTION - DESCRIPTION DE TRAVAIL

Position Number - Numéro du poste 30542 71868		Position Title - Titre du poste Manager, Safety, Security and Emergency Services	
Position Classification - Classification du poste AS-06		National Occupation Code - Code national des professions 6465	
Department/Agency - Ministère/organisme Department of Fisheries and Oceans		Effective Date - Date d'entrée en vigueur 15-02-2011	
Organizational Component - Composante organisationnelle			
Geographic Location - Lieu géographique		Job/Generic Number - Numéro d'emploi / de générique NMWD #609 (CI decision #25121)	
Supervisor Position Number - Numéro du poste du surveillant		Supervisor Position Title - Titre du poste du surveillant	
Supervisor Position Classification - Classification du poste du surveillant			
Language Requirements - Exigences linguistiques		Linguistic Profile - Profil linguistique	
Communication Requirements - Exigences en matière de communication			
Office Code - Code de bureau		Security Requirements - Exigences en matière de sécurité	

Client Service Results - Résultats axés sur le service aux clients

Management of regional Occupational Health and Safety, Security, Business Continuity and Emergency Preparedness programs and services, (including regional policies, strategies, systems, procedures, guidelines, and advice) for managers, employees, and joint safety and health committees of the Department of Fisheries and Oceans.

Key Activities - Activités principales

Plans, develops, and implements regional programs, policies, guidelines and strategies for occupational health and safety, security, business continuity, and emergency preparedness. Monitors safety, security and emergency preparedness performance against established performance standards and legal requirements. In cases of sub-standard or non-compliant performance, recommends to senior managers a course of action to address deficiencies.

The Manager is frequently called upon to provide urgent briefings to the Regional Director General and other senior departmental personnel on high profile, politically sensitive situations concerning the security or safety of departmental employees or assets or the safety of stakeholders (i.e. the fisheries industry in their region, possible demonstrations, etc.).

Manages the operations of a regional Occupational Health and Safety, Security and Emergency Services unit comprised of between 4 and 10 employees with respect to the assigned human, financial, and material resources; coordinates the activities of that unit with the other units within HR CS to ensure comprehensive day-to-day service delivery and manages the Communications Security Program (COMSEC).


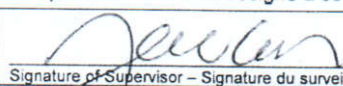
Conducts research and analysis and provides leadership and expert strategic advice and interpretation to senior management, sub-delegated managers, members of OHS and security committees and employees.

Conducts interviews and investigations pertaining to on-going regional occurrences.

Manages the development, update and delivery of a regional training and awareness program regarding occupational health, safety, emergency and security programs and services that will ensure that every employee receives the department's minimum required related training package.

Identifies and assesses potentially significant risks and impacts, including legal liability, of regional business operations and management decisions related to health, safety, emergency and security; and provides recommendations/options/plans to senior management for reducing or avoiding negative consequences for the department or individual managers.

Liaises with representatives of other government departments and private industry to keep abreast of developments in the field both within and outside the Public Service and recommends applicability of new developments to the regional operation.

Employee's Statement – Déclaration de l'employé	
I have been given the opportunity to read and comment on the content of this work description. J'ai eu l'occasion de lire et commenter le contenu de cette description de travail.	
Name of Employee – Nom de l'employé SCOTT WHITE.	 Signature 10/05/11 Date
Supervisor's Statement – Déclaration du surveillant	
This work description accurately describes the work assigned to this position. Cette description de travail décrit adéquatement le travail assigné à ce poste.	
Name of Supervisor – Nom du surveillant JEAN CREPAULT.	 Signature of Supervisor – Signature du surveillant Date
Authorization – Autorisation	
Name of Manager – Nom du gestionnaire	 Manager's Signature – Signature du gestionnaire Date

Skills - Habiletés

Communication In:

Listening and interpretation skills are required to understand managers' organizational and personnel issues and needs, as well as to identify problems where information provided is not clear or is unavailable. There is a high level of sensitivity and a need to interpret and adapt specialized human resources management terminology and interpret non-verbal signals and intentions.

Reading skills are required to review and understand programs, organizational strategies, human resources management policy documents and plans, Acts, and human resources management regulations, policies, manuals and procedures, where complex and theoretical language is used. Information is not always clear and there is a need to adapt it to different operational situations.

Communication Out:

Verbal skills are required in order to discuss requirements with managers or to present proposals and options, to promote the acceptance of regional policies, negotiate service levels and expected deliverables, conduct interviews and investigations, deliver training and information sessions, conduct general meetings, negotiate agreements and resolutions to problems, or defend decisions, etc. and to make presentations to senior management, who could have professional differences of opinion and face different challenges and issues on the use of alternative human resources programs/policy.

Writing skills are required to prepare human resources management program development proposals, policies, guidelines, strategies and plans, correspondence and briefing notes, and reports to convey messages to senior management, colleagues, human resources services providers and employees, involving a wide range of knowledge about the respective subjects. The tone is often as critical as the message itself.

Verbal and negotiating skills are required to act in an advocacy role, on behalf of regional HQ senior management to program or headquarters on issues that directly affect them and their organization.

Motor and Sensory Skills

Dexterity and hand-eye co-ordination are required to use a personal computer, keyboard and mouse with precision to prepare and review documentation.

Dexterity and sensory skills are required when accompanying staff during tours of new construction projects and when conducting or participating in investigations aboard ships (equilibrium and coordination), buildings or DFO sites throughout the region, often in remote locations. The use of sensory skills is required to physically inspect security measures and to observe for hazards. These sensory skills are acquired through training and on the job experience.

A good sense of balance and coordination is necessary when accompanying staff during assessments/investigations at remote sites or ships where it is necessary to climb over rough slippery terrain, climb stairwells and access gangways.

Good reaction time and sensory ability are required when driving motor vehicles on roads and highways throughout the region during all seasons of the year. This activity is performed approximately 10-15 times a year.

Effort - Efforts

Intellectual effort is required when:

Developing/modifying program, policies, guidelines and strategies to improve the management of health, safety, security and emergency preparedness in the region. The effort by program specialists is constrained by the fact that there is no direct authority to implement proposed changes and persuasive skills must be used to convince management of the value of new programs and policies.

Planning the development and introduction/modification of processes or new initiatives related to regional health, safety, security and emergency preparedness. Effort increases due to conflicting organizational requirements and demands, resistance to change, absence of required tools, technology and resources, and time constraints and the unique circumstances of the department's scientific and technical work environment.

Managing unit operations; involves providing advice and direction to staff, establishing goals, allocate work, evaluating staff performance and determining training needs, interpreting legislation and guidelines, and developing resultant plans. Difficulties result from high skill requirements, lengthy training and development periods, frequent staff turnover, resource demands from other program and service areas and budget constraints.

Adapting and integrating the Government Security Policy and standards into the regional departmental security program, consistent with the department's mandate, business lines, service and business delivery

systems, assets base, organizational culture, and stakeholder interests. Effort is made difficult by changing priorities and work demands.

Developing effective networking arrangements involving the identification of information needs which can be supplied by other organizations, identifying opportunities for collaboration, negotiating information exchange agreements, protocols, consultation processes, and evaluating these processes on a continuing basis. Establishing the credibility of own organization is essential. Another challenge is identifying the potential arrangements which are likely to be the most productive. Effort is affected by conflicting priorities.

Analyzing audit results, reports, and other data to assess potential risks to health, safety, and security arising from regional business operations or management decisions that may produce negative consequences, including legal liabilities; generating and presenting strategies for reducing/avoiding those risks; presenting/persuading managers to adopt options/recommendations that have implications for resource utilization and program costs. The effort is made more challenging by the scope and diversity of regional programs, and necessity to integrate and interpret information that may not have clear conclusions. Constraints are conflicting priorities and insufficient or poor quality data.

Sustained Attention

Short periods of sustained visual attention are required when reviewing old and new versions of policies, procedures, guidelines and strategies to ensure quality production of prior to distribution.

Psychological/Emotional Effort

On a daily basis, at any given time, deals with conflicting and divergent interests and hidden agendas between regional managers and human resources services providers while advising on alternative human resources management programs/policies strategic approaches. The work requires setting aside one's own views, feelings and personal beliefs, to mediate and arrive at optimum solutions.

Effort is required when dealing with unit staff in disciplinary matters or organization change which may cause termination or disruption to staff. There is control over the timing of these events but little over the reaction of the staff members involved.

Physical Effort

The work involves sitting for prolonged periods of time (4 hours), on a daily basis, when working at a desk to prepare/draft and review lengthy policy papers, procedures and guidelines, when providing advice to senior manager and human resources services providers over the phone or in person and when reviewing performance/monitoring reports.

The work involves standing, walking, driving, climbing when accompanying staff in conducting investigations and/or assessments aboard ships, buildings or other DFO sites located throughout the region, often in remote location over rough terrain. 10% of the time.

Occasionally driving a motor vehicle throughout the region requires sitting for extended periods of time. At times required to fly which requires being seated for up to four hours.

Responsibility - Responsabilités

Information for the Use of Others

Provides specialist advice and guidance on regional health and safety, security, business continuity and emergency preparedness matters to senior managers, employees and staff; discusses proposals and strategies and makes recommendations which include pros/cons/and risks. This information is applied in the management of departmental programs and people, in the planning, delivery and management of relevant services and programs and for training and development purposes.

Provides regional management with a strategic vision, opinions and advice to assist them in the development and implementation of policies and procedures that will promote due diligence, business continuity, and ensure a healthy, safe, and secure work environment.

Develops, designs and disseminates policies, guidelines, strategies and plans for the use of management and program specialists, to implement practices aimed at improving organizational effectiveness.

Prepares regional proposals or responses to address the impact of proposed policy changes in relevant program areas. These responses are provided to the Regional Director General (RDG), the Regional Director Human Resources Corporate Services, regional management committees to NHQ HR for input into regional, departmental and/or government-wide policies.

Interprets, clarifies and advises clients on the intent of legislation, regulations, central agency policies and directives, to further their understanding and acceptance of advice given and decisions made, and to assist them in the execution of their duties.

Shares information with colleagues in own or other departments in the region or nationally to ensure that developments in the field are shared.

Analyses senior management practices, business operations, and organizational issues that affect employee health and safety, security, business continuity or emergency preparedness; and recommends courses of action to minimize associated risks, such as legal liabilities. Those solutions may have implications for their resource planning, development and utilization.

Makes presentations to senior management on Security, OHS, Business Continuity Planning or Emergency Preparedness-related matters - discusses problems encountered; obtains their understanding and approval and presents recommendations.

Working Conditions - Conditions de travail

PSYCHOLOGICAL WORK ENVIRONMENT

Daily, there is a heavy volume of work with limited resources and the requirement to meet conflicting and very tight deadlines imposed by managers, corporate bureaus and central agencies.

Regularly there is a requirement to allay concerns of managers and put employees at ease in dispute resolution situations.

As required, must meet with unit staff when there is dissatisfaction with work, poor performance or other disciplinary matters.

PHYSICAL WORK ENVIRONMENT

Work is carried out in an office environment with an occasional requirement to travel to regions and to other work sites for consultations, meetings and negotiations.

Occasional exposure to job sites with higher various levels of risk, environmental or geographical diversity, comprising: constructions sites, industrial sites, or field offices. These visits may require the wearing of protective clothing. The requirement to work in such environments is unpredictable and may be of an immediate or urgent nature.

RISK TO HEALTH

There is a potential risk of stress related illnesses resulting from daily exposure to time pressures and to lack of control over the pace of work, when meeting critical deadlines. Depending on severity, this could require a period of leave.

Emotional fatigue from periods of travel which may involve lengthy absences from home and office. This stress is aggravated by the requirement to continue dealing with the many pressing issues residing at the office.

Physical fatigue can come from travel and working long hours and from reading many documents for lengthy periods each day.

Risk of personal injury is increased while climbing gangways, traversing rough terrain and/or slippery surfaces, or aboard ships.

Risk of injury is increased when driving on roads and highways during all seasons (10 -15 times per year).

Additional Information - L'information additionnelle

No attachments were found



Government of Canada
Gouvernement du Canada

WORK DESCRIPTION - DESCRIPTION DE TRAVAIL

Position Number - Numéro du poste 1	Position Title - Titre du poste Senior Safety and Security Investigator	
Position Classification - Classification du poste AS-06	National Occupation Code - Code national des professions	
Department/Agency - Ministère/organisme Fisheries and Oceans		Effective Date - Date d'entrée en vigueur
Organizational Component - Composante organisationnelle Real Property, Safety and Security		
Geographic Location - Lieu géographique NCR Ottawa	Job/Generic Number - Numéro d'emploi / de générique	
Supervisor Position Number - Numéro du poste du surveillant New Positon #	Supervisor Position Title - Titre du poste du surveillant Senior Manager Investigations	
Supervisor Position Classification - Classification du poste du surveillant (P) AS-07		
Language Requirements - Exigences linguistiques Bilingual	Linguistic Profile - Profil linguistique CBC/CBC	
Communication Requirements - Exigences en matière de communication		
Office Code - Code de bureau	Security Requirements - Exigences en matière de sécurité Secret	

CLIENT SERVICE RESULTS

Provision of investigation and awareness training services for DFO as mandated by the Financial Administration Act, the Public Servants Disclosure Protection Act, the government policy on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Policy on Government Security (PGS).

KEY ACTIVITIES

- 1- Plans, leads, manages, conducts departmental special investigations of alleged offences or unlawful activities against the Crown including fraud, theft, defalcation, breach of trust, threats and other criminal acts under the Criminal Code of Canada, violations of the Financial Administration Act (FAA), Treasury Board policies on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Policy of Government Security (PGS).
- 2- Advises, reviews and recommends courses of action directly to senior departmental managers in the planning and conduct of investigations involving employees, contractors or agencies dealing with DFO, including Canadian Coast Guard. Reviews allegations, collects, coordinates, analyzes and synthesizes evidence and statements, and prepares investigative reports through the Manager Safety & Security Investigations to communicate findings to senior management (up to DM level and on occasion to Minister) for use in administrative proceedings.
- 3- Reviews, analyzes and determines whether sufficient evidence exists to report the alleged offence to law enforcement agencies of jurisdiction. Presents findings on the elements of a criminal offence and requests a criminal investigation be undertaken as provided for in Treasury Board Policy. Prepares reports approved by the Manager Safety and Security and briefs for use of other agencies carrying out collaborative investigations. Provides key briefings for Legal Counsel in the preparation of cases for administrative procedures. Testifies and presents evidence in court and at Adjudication Board hearings on the results of a special investigation.
- 4- Manages multidisciplinary teams of analysts, investigators, Information technology specialists, and audit review managers or contract personnel when conducting large and complex investigations. Provides expert advice and direction to audit/review project teams where specialized, expert investigation knowledge and opinion on investigations is required.
- 5- Provides advice to Regional Managers Safety and Security and at times may deliver employee and management training and information sessions to regions, branches or directorates including Labour Relations, Information Technology Security Directorate to promote employee and management awareness of obligations under the Financial Administration Act, the Criminal Code of Canada, Public Services Staff Relations Act, the Policy on Government Security and other related legislation or policy requirements of Treasury Board.
- 6- Establishes relationships and collaborates with other departments and law enforcement agencies on best practices to enhance professional cooperation to negotiate equitable solutions to problems/issues and find common approaches among divergent views, and provides advice, guidance and assistance to facilitate investigations and fact finding initiatives.

SKILLS

Communication, negotiation, interrogation, intelligence gathering, evaluating, analyzing, and interpersonal skills to carry out fraud/wrongdoing investigation services and provide advice to departmental management and employees nationally.

Planning, managing, problem solving, report writing, briefing senior management and human resources, preparing and delivering awareness training sessions to all employees and levels of management;

Assessing and evaluating information and inquiries and complaints from within and outside the department, determining and explaining the implications of evidence to managers and the subject of an investigation; evaluating evidence and information gathered to recommend changes in policies and procedures to senior management;

Synthesizing evidence into comprehensive reports and briefings for senior management; presenting conclusions and recommendations (e.g. for change to existing policy and procedures) presentation skills, writing skills in the preparation of reports, memos, letters and correspondence which critically impact on individuals or the department.

KNOWLEDGE

Knowledge of accounting methods, practices and procedures, expenditures, managing, reconciling, monitoring and reporting to determine whether transactions meet acceptable financial practices, identify cases of misuse of public funds, and initiate and conduct investigations and other fact finding initiatives;

Knowledge of issue analysis, threat and risk assessment and strategic business planning methods, techniques and practices to identify and assess operational risk, recommend risk mitigation approaches to issues; to plan and manage special investigation services; address and recommend resolutions to management and systemic issues uncovered during an investigation;

Knowledge of project management methods, techniques and practices for planning and managing the work of multidisciplinary and interdepartmental project teams and working groups.

The work requires knowledge of the principles and theories of investigation methodologies of criminal investigations, forensic auditing/accounting, best practices, principles and procedures of organizational behavior, statement analysis, intelligence gathering, interviewing techniques, and strategies, evidence gathering and analysis and practices relating to safeguarding and transmittal of classified and designated information;

Knowledge of criminal/civil/labour-law jurisprudence, legal precedents, court procedures, rules of evidence and collective agreements;

Knowledge of the theories of organizational and human behavior and professional standards applicable to the conduct of fraud wrongdoings and other audit functions;

Knowledge of legislation, regulations, directives and policies governing departmental operations, the Criminal Code of Canada, the Financial Administration Act, Public Service Staff Relations Act, Access to Information and Privacy Acts, Canadian Human Rights Act and Treasury Board policies and directives governing departmental operations, Government Security Policy and Value and Ethics Code of the Public Service.

Knowledge of the DFO mandate and its organizational culture, management and philosophy, strategic direction, objectives, priorities, operations, programs, funding arrangements and accountability frameworks of its various Branches and Sectors.

Knowledge of the mandates, policies, programs, operations and reporting processes of other DFO branches and sectors is required to understand relationships with DFO service lines.

Knowledge of the trends and developments in criminal and civil law relating to surveillance, privacy issues, public management which impact on security and administrative investigation practices;

Knowledge of adult learning, non-conventional learning, training and awareness methods, techniques and practices to develop and deliver training and awareness programs to Departmental and interdepartmental managers, staff, Canadian and international law enforcement agencies and other national and international stakeholders.

REMAINING ABREAST OF KNOWLEDGE

Actively reviews, gathers, analyzes keeps abreast of periodicals, jurisprudence, training and awareness sessions, participates in gatherings and meetings of certified professional investigator associations. Attends courses related to the field of investigations, reviews legislation (legislative proposals), shares information with stakeholders from across the federal government. Remains abreast of emerging trends and issues impacting on rights and privacy.

EFFORT

INTELLECTUAL EFFORT / INFLUENCE & RECOMMENDATIONS

Intellectual effort is required to synthesize the various policies and procedures, multiple witness testimony, profusion of documentary evidence, investigation subject's testimony, an assessment of integrity and honesty of all stakeholders, to produce a comprehensive report on which senior management and Human resources can use as the basis for administrative disciplinary measures up to dismissal for cause as well as to assess and determine whether sufficient elements of a criminal offence exist to warrant referring the matter to police for a criminal investigation.

Intellectual effort is required when conducting interviews with complainants, witnesses or the persons who are subject of an investigation so as to maintain professional demeanor, control the situation, and composure under stressful situations, since the subject matter is generally of a career impacting consequence, often evoking prevaricate responses.

Intellectual effort is required to maintain patience and concentration to synthesize information as it is verbalized often during lengthy interviews and evaluate the response and how it compares and relates to other witness testimony and documentary evidence. Intellectual effort is required to interpret and apply the study of kinesics to respond to verbal/non verbal communications which assist the investigator in determining the honesty of the individual being interviewed to afford an admission of fact or guilt.

Intellectual effort is required when interviews are conducted with complainants, witnesses or the person subject to the investigation often in unfamiliar surroundings, to deal with an evolving atmosphere with wide-ranging reactions (irate, defensive, distresses, nervous, ill, etc.) and maintain the ability to respond to emerging opportunities and determine any possible risk to the health of the interviewee; retain composure when there is limited control over the timing or frequency of contact, nor the negative or aggressive attitude by which stakeholders may choose to express their reactions.

Intellectual effort is required to maintain an unbiased and unemotional approach to physically and emotionally demanding work pressures of the interview process affected by a constantly changing atmosphere during which sensitive and personal issues are discussed, conflicting interests are at play, a union representative interjects, and potentially volatile or confrontational situations can easily erupt.

Intellectual effort is required to assess and interpret the policies and procedures set out by Treasury Board and departmental policy/directives for financial and human resource management and to apply this interpretation to the interview process to determine whether the interviewee is compliant and whether the response to questions is in keeping with the gathered documentary

evidence and other witness testimony. This effort is increased when developing proposals to strengthen or clarify government wide and departmental investigative standards. Intellectual effort is required to evaluate and determine the sensitivity and confidentiality of protected information for use in the most efficient manner to protect the rights of all employees and sources who wish to remain anonymous in consideration of the Access to Information and Privacy Acts.

Intellectual effort is required to manage the frequent changes to investigative priorities, shortened deadlines and concurrent demands from senior management, managers, colleagues and clients.

RESPONSIBILITIES

SUPERVISION

Operates in a matrix organization with no direct responsibility for supervision. However there is a requirement to manage multidisciplinary investigative teams made up of other investigators, audit review managers, analysts and contract personnel (e.g. Forensic document examiner, forensic accountant)

BUDGET

Planning and controlling:

Develops individual investigations budgets, including the identification of internal staff and external contract resource requirements, which include the responsibility of hiring Court recognized experts in their appropriate field and disbursement of travel costs in accordance with departmental guidelines, Financial Administration Act (F.A.A.) And Treasury Board policies and procedures.

Uses Individual Travel Cards (ITCs) travelers cheques, taxi vouchers and calling cards to purchase transportation services, accommodation, meals, telephone and incidental services in accordance with the employer approved Authorization to Travel and the provision of departmental policy and the TBS Travel Directive.

ACQUIRING FUNDS

There is no direct responsibility for acquiring funds.

CONTACTS

Work closely with law enforcement agencies when carrying out parallel investigations (administrative and criminal), seeking cooperation, sharing findings, developing strategy and occasionally conducting joint interviews;

Meet and interact with departmental managers and employees and those of client departments to solicit cooperation, information/evidence relevant to investigations, to advise the subject of an investigation of their rights and of the implication of evidence, and to persuade managers to minimize risk by accepting and implementing recommendations;

Intense, lengthy, stressful interviews conducted with complainants, witnesses, and persons subject to the investigation, dealing with wide-ranging reactions during the interview which can include any combination of reactions such as irate, defensive, aggressive, distressed, nervous, ill, remorseful, uncooperative and equivocating.

Advise, brief management on emerging and/or contentious issues and potential sensitive situations resultant of an investigation and security incidents, including recommendations on dealing with communications issues and solutions;

Consults, advises, assists departmental Legal Counsel in preparing cases for prosecution, testifies and presents evidence in criminal court or at Adjudication Board hearings on the results of a special investigation.

Liaises, cultivates and maintains a network of contacts (Law enforcement agencies, Legal Institutions, Associations, Technical Experts, Security community) throughout the Department, federal government and private sector to remain abreast of emerging issues, best practices, developments and trends that impact the Special Investigations program and services (on a Departmental and government wide basis), to negotiate equitable solutions to problems/issues and find common approaches among divergent views, and provides advice, guidance and assistance to facilitate investigations and fact finding initiatives.

PHYSICAL ASSETS

Operates and cares for a desktop computer and office equipment such as laptop computer, cell phone, printer, tape recorder, cameras, video cameras, projectors.

WORKING CONDITIONS

PHYSICAL ENVIRONMENT / PHYSICAL EFFORT / CONCENTRATION

PHYSICAL ENVIRONMENT

The work is generally performed in an office environment subject to surrounding noise and distractions and using standard office material and equipment. The work also requires conducting interviews with complainants or persons subject to the investigation, in unfamiliar surroundings, dealing with wide-ranging reactions (irate, defensive, distresses, nervous, ill, etc.) with the ability to respond to emerging opportunities and risk; retaining composure while conducting often at times lengthy stressful interviews with employees in situations of prevarication; conveying information to senior managers and retaining professionalism in sometimes strained circumstances;

PHYSICAL EFFORT

Work requires travel in locations across Canada at numerous times a year for several days to conduct investigations and interviews which need to be carried out within limited time frames; make presentations; chair meetings with senior managers, stakeholders and clients; work extended hours while out of town often in a difficult, dynamic environment under strained circumstances. The work is physically and emotionally demanding due to varying pressures such as a constantly changing work environment, dealing with personal and sensitive issues, frequent interruptions from union representatives, conflicting interests, potentially volatile or confrontational situations for hours at a time which present stress related risks to health.

CONCENTRATION

Intense extended concentration is required to synthesize information which is verbalized during lengthy interview sessions with complainants, witnesses, or persons under investigation. The significance and impact of the information must be understood, assessed and acted upon immediately while simultaneously evaluating the answers obtained to compare and relate it to the testimony of other witnesses and documentary evidence. A concerted effort is required to isolate, identify and interpret nonlinguistic body motions and verbal communications in order to react and respond to the signs of honesty or deceit, to assist the investigator to capitalize on their meanings and obtain an admission of fact or guilt from the individual interviewed.

The work demands attention and concentration while conducting extensive, potentially career altering interviews with employees who are the subject of investigation, involving sensitive, confidential or protected information which must be utilized in the most efficient manner while protecting the rights of employees and those of the sources who provide the information.

Concentration on verbal communication during an interview while interpreting nonverbal behavior such as facial expressions and gestures of any part of the body or the body as a whole and using this as an investigative tool in the determination of the facts.

RISK TO HEALTH

Work requires the responsibility for the well being of all witnesses or person interviewed during an investigation, with increased awareness for any signs of medical needs while conducting an interview, oftentimes under stressful circumstances to ensure the health and safety of the person being interviewed.

Work frequently involves contact with persons of varied or questionable character who may tend to become aggressive and confrontational, make unreasonable demands, have competing priorities and deadlines, are belligerent and challenge findings and evidence, sometimes evoking threats.

Employee's Statement – Déclaration de l'employé	
I have been given the opportunity to read and comment on the content of this work description. J'ai eu l'occasion de lire et commenter le contenu de cette description de travail.	
Name of Employee – Nom de l'employé	_____ Signature _____ Date
Supervisor's Statement – Déclaration du surveillant	
This work description accurately describes the work assigned to this position. Cette description de travail décrit adéquatement le travail assigné à ce poste.	
Name of Supervisor – Nom du surveillant	_____ Signature of Supervisor – Signature du surveillant _____ Date
Scott Luke	21/2/13
Authorization – Authorisation	
Name of Manager – Nom du gestionnaire	_____ Manager's Signature – Signature du gestionnaire _____ Date
Daniel Leclair	

STATEMENT OF MERIT CRITERIA

Senior Safety and Security Investigator
AS-06

ESSENTIAL QUALIFICATIONS

LINGUISTIC COMPETENCIES: Bilingual Imperative – Level: CBC-CBC

EDUCATION :

University degree in criminology, law or other studies related to the functions; or a formal Police Academy Certificate of Training; or an acceptable combination of education, training and experience in a field related to the position.

EXPERIENCE:

Significant (minimum of 5 years) experience conducting and managing criminal investigations and experience conducting and managing investigations in at least one of the following fields; 1) Administrative; 2) Financial; 3) Losses of Money other illegal acts against the Crown 4) Internal disclosure; 5) Organized Crime; 6) Counterfeit.

Experience in providing briefings and recommendations to senior management.

Experience in the preparation and delivery of presentations and training sessions.

KNOWLEDGE:

Knowledge of theories and principals of criminal investigations, forensic accounting and organizational behavior relating to fraud and other form of white collar crime.

Knowledge of Federal and provincial legislation relating to authorities, jurisprudence and techniques in response to allegations of fraud or other criminal activity.

Knowledge of judicial process.

Knowledge of the departmental organizational structure and central policies in respect of Departmental asset liability and management.

Knowledge of Human Resources Management and Staff Relations practices in respect of administrative and disciplinary procedures.

Knowledge of the Criminal Code of Canada.

Knowledge of the Treasury Board Directive on Losses of Money or Property.

Knowledge of the provisions of the Public Servants Disclosure Protection Act (*PSDPA*)

ABILITIES:

Ability to synthesize information.

Ability to prepare comprehensive reports.

Ability to recommend effective and results oriented advice.

Ability to communicate effectively orally and in writing.

Ability to facilitate meetings and enlist the cooperation of groups.

Ability to deliver presentations.

PERSONAL SUITABILITY:

Integrity

Ethical

Team work

Effective Interpersonal Relationships

Judgement

Initiative.

ASSET QUALIFICATIONS

- University degree from a recognized university in the field of criminology, law, or other studies related to the functions.
- Extensive experience (minimum of 10 years) in law-enforcement investigation related to commercial crime or criminal law, proceeds of crime.
- Experience in the field of auditing.

CONDITIONS OF EMPLOYMENT

Reliability and Security: Secret

Other Conditions of employment:

Possess a valid driver's license. Willingness and ability to work occasional overtime, on short notice in the evening and on weekends. Willingness and ability to travel on short notice.

Area of Selection: Open to Persons employed in the Public Service across Canada, Regular Members of the Royal Canadian Mounted Police. The Public Service includes employees from departments, organizations and separate agencies named in Schedules I, IV and V of the Financial Administration Act.

Competencies profile for harassment investigators

The competencies listed below provide the minimum level of competencies required of investigators who conduct departmental harassment investigations.

Demonstrated Personal Qualities

- Impartiality/fairness
- Thoroughness
- Tolerance for stress
- Tact/discretion/judgement
- Respect and professionalism

Knowledge

- Principles of Procedural Fairness
- Treasury Board and departmental policies on Harassment in the Workplace, Access to Information Act, Privacy Act and other pertinent legislation, regulations and practices if needed
- Organizational cultures and contexts
- Investigation Techniques

Skills and Abilities

- Collect and synthesize information obtained through research which includes a review of the pertinent documentation and interviews with parties and witnesses
- Identify key issues and facts relating to the allegations
- Conduct a thorough analysis of the facts
- Develop logical and substantiated conclusions (make findings if needed)
- Effective oral communication
- Write clear, concise reports
- Active listening
- Handle difficult situations and sensitive subject matter

Training and Experience

- Training in investigating harassment complaints.

Must have completed a minimum of three cases of investigative services within the past two year period relating to harassment in the workplace in either the private or the public sector, as an investigator or a co-investigator.

- A proven track record that demonstrates consistent quality investigations and reporting.

Date modified: 2016-05-25



Activities and initiatives

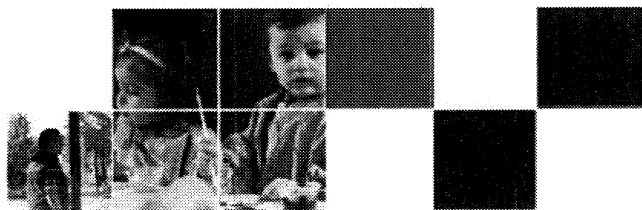
Information on current GC activities and initiatives being led by departments and agencies.

Canada's first Women Entrepreneurship Strategy



Encouraging and supporting women at every stage of entrepreneurship!

Canadian Poverty Reduction Strategy



Every Canadian deserves a real and fair chance to succeed, no matter where they live or where they come from.

PSHCP claims update

Competencies profile for harassment investigators



As of April 1, 2018, members of the Public Service Health Care Plan (PSHCP) will have the option to submit claims electronically.

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